

Taylor Independent School District

Disciplinary Alternative Education Program

"Relentless in the pursuit of educational excellence "



2019 - 2020

STUDENT AND PARENT/GUARDIAN HANDBOOK

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Administration and Staff

Andrew Maddox	Principal
Daniella Ogundare	Associate Principal
JP Hale	Coordinator
Charles Schroeder	Counselor
George Matthys	Teacher
Erika Wheaton	Teacher
Lynn Bedard	Teacher
Anne Hines	Special Ed. Teacher
Gerald Violette	Drill Instructor

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These guidelines are a supplement to the District Student/Parent Handbook, Taylor High School and Taylor Middle School Student Handbook and Student Code of Conduct. Students and parents must agree to follow all guidelines and procedures in all publications.

TOC (DAEP) Mission Statement

The Taylor Opportunity Center (TOC – DAEP) seeks to provide students with an environment that promotes positive decision making, self-discipline, positive social skills and improved academic performance.

Goals

1. Enable students to address their learning, social and behavior problems.
2. Motivate students to realize their full potential by identifying and helping remove barriers prohibiting a productive school experience.
3. Become partners with parents and members of the larger community in equipping the students with tools to succeed.

Objectives

1. Students will return with dignity and success to their regular instructional campus.
2. Students will take responsibility for their mistakes and will be better equipped to solve problems, to make healthy choices and sound decisions.
3. Students will gain sufficient academic skills, thinking skills and social skills to provide them the opportunity to achieve greater success in the broader culture.
4. Parents will understand they are partners in education and a vital component in their child's school experience.

TISD Vision

“Taylor ISD will be the district of choice as we pursue educational excellence”

TISD Mission

“Taylor ISD is preparing every student to compete in a global society through a premium educational experience and strong partnerships.”

TISD Core Values

- Relationships
- Innovation
- Passion
- Excellence

Student/Parent Responsibilities

Student Responsibilities:

- Follow all rules, procedures, schedules and directions of staff while in the TOC (DAEP).
- Do not discriminate against other students or staff or use language or behavior that implies prejudice or discrimination.
- Assist in cleaning and maintaining the TOC campus.

Parent/Guardian Responsibilities:

- Students should arrive at school no later than 7:55 to the TOC entry area.
- Students are not allowed to drive to school.
- Please pick up your child between 3:30- 3:45pm. Please decide in advance.
- Physical Activity (including P.E.): a physician's note is required to limit/prevent student(s) from participating in the physical component of the program. A medical condition or injury must state length of time student is to refrain from/limit physical activities and date student is released from this order. Injuries/conditions less serious will require a parent/guardian note providing statement of injury and request for student to be held out of physical activities. There are very few situations that would disallow participation in physical activities for an extended length of time. Any student who submits a parent note requiring abstinence from physical activity for more than two days will be required to have medical documentation. Any documentation that is found to be false or misleading will result in disciplinary consequences. Failure to comply may result in further consequences.
- Attend school meetings or functions.

Principal's Authority

- The principal/Coordinator shall be responsible for assuming responsibility and instructional leadership, under the supervision of the superintendent, for discipline, and the planning, observation, supervision, and evaluation of the educational program at the TOC (DAEP). The principal has the authority to modify any regulations in this handbook if, as it applies to individual students, such regulation will conflict with the above duties and responsibilities. Such changes must not be retroactive except in situations where a technical injustice to a student might be corrected.
- This handbook and the code of conduct are not all-inclusive and are not to take the place of or serve as a complete guide to the Taylor ISD policies. District Board Policies are available for review on the Taylor ISD website. A copy of the code of conduct is available online at www.taylorisd.org.
- The procedures of the discipline plan may be altered at the discretion of the principal or coordinator based on (a) the seriousness of the offense, (b) student's age, (c) frequency of

misconduct, (d) student's attitude, (e) potential effect of misconduct on the school environment.

Attendance

TOC (DAEP) Attendance Policies:

- Please notify staff before 10:00 a.m. on the day your child is absent. Notes are required from the parent/guardian and/or medical staff for each absence.
- Unexcused Tardy- Students will not be allowed to enter the building without being accompanied by a parent after 8:15.
- A student who is tardy to school may be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

Academic

Courses Offered

- All core subjects (Math, Science, Social Studies, English)
- Elective courses
- Gradpoint (computer-based instruction program)
- Reading (Read 180 & System 44)
- Other courses not replicable at the TOC (DAEP) are subject to approval of TOC (DAEP) Coordinator and Home Campus staff and, if approved, the student may be required to complete this coursework at home.

Daily Schedule

Check In	7:45-8:00am	
Ms. Wheaton (MS) & Ms. Bedard (HS)	8:00-9:00am	Breakfast / Character Class
All Teachers	9:00am-12:00pm	Core Subjects
Ms. Wheaton (MS) & Ms. Bedard (HS)	12:00-1:00pm	Lunch / Counselor Activity
All Teachers	1:00pm-2:30pm	Core Subjects
Ms. Wheaton (MS) & Ms. Bedard (HS)	2:30-3:30pm	Class / PE
Check Out	3:30-3:45pm	Bus/pick up/walk/bike
After School Detention	3:30-4:00pm	If Assigned

Grades/Grading

TOC will follow the home/sending campus grading guidelines.

All Students (6th-12th Grade): The DAEP staff will assume the role of an academic advocate for each student while serving their placement. Staff will take the opportunity to provide one on one and small group instruction to ensure student academic well-being.

- Grades are calculated according to district, campus and departmental policy.
- The home campus teacher will grade all student work and is responsible for providing feedback to the corresponding DAEP teacher on needed remediation based on student work. The student's home campus teacher is responsible for entering all student grades. Parents are encouraged to check student progress online through the parental portal.

State-Mandated Assessments

Students at certain grade levels will take state assessment tests as well as other measures of achievement. See Standardized Testing in the District Student/Parent Handbook for more information.

Discipline

Searches – TOC (DAEP)

Students will be searched each time they enter the TOC (DAEP) campus and at other designated times at the staffs' discretion. Coats or any other item of clothing worn due to weather will be searched and confiscated for the day and students will not be allowed access to these items during the school day. These items will be returned at the end of the day. Non-required items are not allowed to be brought on the TOC campus. Females may bring a small purse with personal hygiene products. This will also be searched and only be in the possession of the student when using the restroom. Searches include a basic pat down, removal of and check of shoes and socks, and metal detecting wand. The only items that will be allowed to be in the possession of students during the day are a student or state ID, 5 dollars or less (bills only), a house key and a small chapstick.

- The Principal and Coordinator have discretion on all questionable items.
- Confiscated items may be returned to the student at the end of the day on the first offense. Subsequent offenses of this policy will result in the confiscated item being returned ONLY to the parent/guardian(s).

Surveillance Cameras

To maintain discipline, order, and safety at TOC (DAEP), surveillance cameras have been installed in the classrooms, hallways and office area.

General Conduct

The objective of DAEP is to help students learn how to behave and operate within the boundaries of school policy. Any release from DAEP early at the discretion of the home campus administration.

The key elements in having a successful day are for the student to raise their hand for permission to do everything. In every situation, don't speak until you are called upon to do so and fully cooperate with TOC staff. Partial compliance or cooperation is the same as non-compliance and non-cooperation. Less than immediate compliance and cooperation is the same as non-compliance and not cooperating.

In addition to normal school consequences of inappropriate school behavior such as detentions and suspensions DAEP will employ additional measures related to physical training and removal from class into an isolation room. All methods of consequences from a redirect to expulsion will be in proportion to the level of the inappropriate behavior.

If a student commits an infraction that requires a state mandated automatic DAEP placement while currently serving in DAEP another DAEP hearing would take place and an additional amount of time can be mandated. Persistent misbehavior while in DAEP can ultimately result in another concurrent DAEP placement. Severe infractions of policy can result in expulsion and JJAEP placement.

Prohibited Items

Students are not permitted to bring items such as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or other electronic devices or games to school. Students who attempt to bring these items onto the campus will have them confiscated and will be required to pay a \$15-dollar handling fee to regain possession of the item. Repeated infractions will result in the parent having to pay and pick up the item.

- Food, drink, or chewing gum is not allowed in class, except on special occasions at the discretion of the staff and within the guidelines of the FFA policy.
- Refer to Student Code of Conduct for additional prohibited items.
- Confiscated items may be returned to the student at the end of the day on the first offense. Subsequent offenses of this policy will result in the confiscated item being returned ONLY to the parent/guardian(s).

TOC (DAEP) Rules for Conduct (additional expectations are relayed as needed)

- Administrators and staff have full authority over student conduct at all times, including before and after school on district premises, including the TOC (DAEP) bus.
- Students are subject to the Student Code of Conduct, the District Student/Parent Handbook, the TOC handbook and their home campus handbook.
- Students are not allowed on any district campus and are prohibited from participating in school-sponsored or school-related activities during the term of placement in the TOC (DAEP).
- Students must ask a drill instructor or teacher for permission to speak by raising their hand and waiting until given permission to voice their question. All student requests must adhere to this policy.
- Breaks:
 - Parent/guardian must provide a written note from a physician if a student has an illness or condition that requires frequent bathroom and/or water breaks.
 - Bathroom and water breaks will be offered periodically throughout the day.
- Students who recognize they are having behavioral difficulties may request assistance.
- Students may be allowed to leave the class for assistance or to take prescribed medication or over the counter medication provided necessary permission has been given in writing from a physician and/or parent.
- Students may be required to count off as instructed.
- Students may not speak to others while in formation unless given permission by the drill instructor.
- Students are not allowed to have any unauthorized visitors at the TOC (DAEP).
- Students engaging in negative behaviors (persistently) or serious misconduct will be disciplined in accordance with the TOC (DAEP) rules and the Student Code of Conduct.
- Students are required to follow the District Acceptable Computer Use Policy (see TISD Student/Parent Handbook) or be subject to disciplinary action as prescribed in the policy, including loss of computer privileges and criminal charges where appropriate.

Removal from Class - A student removed from class for repeatedly disrupting or being non-compliant that interferes with the educational process will report to the Drill Instructor.

- The student is expected to serve discipline instruction before being allowed to re-enter class.
- If the student refuses to serve discipline instruction, the student will report to the Drill Instructor.
- If the student continues to refuse to serve discipline instruction, the student will report to the Coordinator.
- Continued refusal may result in Suspension or more severe disciplinary action.

Dress Code

- If a student arrives on campus that does not meet the dress code standards, a parent will be contacted immediately. Students arriving to campus out of dress code may not be allowed to enter the building or could be placed in isolation until the dress code violation is corrected.
- Students will be provided 1 uniform and have the option to buy a 2nd uniform for \$50 (non-refundable). Students will turn both uniforms at the end of their placement.
- Students are required to wear the full uniform (sweat shirts as needed only) at all times on the TOC (DAEP) campus and/or on district vehicles unless otherwise directed.
- All uniform shirts will be tucked in the pants unless directed otherwise by TOC (DAEP) staff.
- Students will not be allowed to wear (sag) their pants below their waist.
- Students are responsible for laundering their uniform. Lost, purposely damaged, or unreturned uniforms will be replaced at the cost of the student or parent/guardian: *sweatshirt (\$15.00)*, *sweat pants (\$15.00)*, *tee shirts (\$10.00)*, *shorts (\$10.00)*.
- Additionally, students are expected to follow the TISD Dress and Grooming expectations:
 - Students are not allowed to have any nail polish, fake fingernails or nails extending past the tips of their fingers.
 - Students are not allowed to wear make-up.
 - Caps, hats, or jewelry of any type (includes items worn in body piercings and non-jewelry items worn in body piercings) will not be allowed at any time.
 - Male students may not have Mohawk or feauxhawk haircut. Hair must be cut in such a way as to never be covering the eyes of the student. Hair deemed to be inappropriate or distracting by administration must be changed.
 - Female students: The above is also applicable for females and additionally they must wear hair tied back and in a bun above the collar and away from the face.
 - All tattoos must be covered at all times.
 - All student's hair must be of natural color and not dyed to another color. Non-distracting highlights will be permitted. Designs cut into the hair or eyebrows are prohibited.
- The Taylor ISD Dress Code requirements for students in the middle and high school will also apply to all students assigned to TOC. Dress code policies are in effect upon arriving on school property and will remain in effect until the student leaves school property. This includes indoor facility and outdoor school grounds.
- Refusal to comply with the dress code will result in disciplinary action.

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or non-student—who:

- Interferes with the movement of people in an exit, entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.

- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes or other school activities while on District property or on public property that is within 300 feet of District property.
- Interferes with the transportation of students in District vehicles.

Bullying or Taunting Behaviors

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the TOC (DAEP) and Student Codes of Conduct.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or another staff member. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct. The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG(LOCAL). [See also policy FNC(LOCAL).]

Sexual Harassment/Sexual Abuse

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by students when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse

by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or Coordinator or designee or with the Deputy Superintendent. The student or parent may appeal the decision regarding the outcome of the outcome of the investigation in accordance with policy FNG(LOCAL).

Intervention

Guidance and Counseling

Guidance and counseling services play a significant role at the Taylor Opportunity Center. The goal of the counseling program is to provide individual and/or group counseling as needed. Areas often addressed include academic guidance, self-esteem, interpersonal relationships, decision-making, character education, law related education classes, mediation, and personal concerns. Licensed counselors are available to assist students and immediate family members. Parents are strongly encouraged to discuss concerns and make counseling requests for their child during parent orientation.

Operations

Breakfast/Lunch

- Breakfast is free for all students and lunch will be provided at the usual expense.
- Students may not bring any outside food into DAEP.
- No opened drinks or cups may be brought into the building. They will be confiscated and thrown away.
- Students are not allowed to have fast food or restaurant food delivered to the campus by anyone including parents.
- Students are not allowed to socialize during breakfast or lunch.
- Students must eat their own lunch and will not be allowed to provide or share lunches with other students. Likewise, parents will not be allowed to provide lunches to other students.

Transportation (Students who ride the bus only)

Parents are responsible for contacting TISD Transportation Director at 512-365-5584 to arrange bus transportation to and from school.

The TISD Transportation Department is committed to ensuring the safety and well-being of each student. All students being transported by District transportation vehicles are under the authority of the bus driver and must comply with his/her requests. Any student failing to follow the rules and procedures will be written up on a Bus Misconduct Report that will be turned in to the Director of Transportation (this includes all violations of the District Student Code of Conduct). The campus

administrator will determine appropriate disciplinary measures which may include temporary or permanent removal of the transportation privileges. Parents/guardians of students who damage transportation vehicles are responsible for retribution to TISD. In addition to compliance with the Student Code of Conduct, students are expected to comply with the *Buses and Other School Vehicles* rules listed in the District Student/Parent Handbook.

Students who refuse to comply with bus procedures and/or safety rules are subject to the consequences listed in the Student Code of Conduct (See Removal from the School Bus).

Suspension of transportation privileges does not excuse a student from attending school. It is the responsibility of the parent/guardian and/or student to make alternate transportation arrangements to and from school.

NOTE: SEVERE MISBEHAVIORS MAY RESULT IN IMMEDIATE BUS SUSPENSION!

Intake/Placement

- Parents are responsible for contacting TOC for an intake meeting.
- At least one parent or legal guardian along with the student must attend the intake.
- Students may not begin their placement in DAEP until this meeting has occurred. Failure to schedule or attend the meeting can result in unexcused absences.
- Intake meetings must be scheduled at least one day prior to the students start date.
- Intakes are by appointment only between the hours of 9-11am or 3:45-4:30pm based on availability of the Coordinator.
- Students may not begin their placements on a Friday or the last day of the week
- Students may not begin their placements the weeks prior to the Winter Break, Spring Break or the last week of school.
- Students may not begin their placements during the weeks of state testing

Supplies

- The TOC (DAEP) will provide all necessary school supplies and textbooks unless noted otherwise.
- The student can bring workbooks, journals or folders needed for use while in DAEP to the campus.
- Projects begun while at the home campus but needing completion while at TOC can be brought to the TOC campus with prior notification. Projects assigned while at TOC and in need of additional materials from home will be allowed with prior notification. Students wishing to work on projects or assignments outside of TOC class time will be allowed to take work home and bring it back to the TOC campus with prior notification.
- All other outside materials and supplies will not be allowed onto the TOC campus.
- Abuse or damage of school property will result in disciplinary action including reimbursing the school.